

# City of Ypsilanti

## Policy for Public Inspection of Records

### **REQUESTS MADE PURSUANT TO THE MICHIGAN FREEDOM OF INFORMATION ACT MUST BE MADE PURSUANT TO CITY OF YPSILANTI'S FOIA PROCEDURES AND GUIDELINES AND ARE SUBJECT TO THE STATUTORY REQUIREMENTS OF FOIA.**

1. Public Inspection of Records (for non-Freedom of Information Act requests and verbal requests):

(a) Upon receiving a verbal or written request to inspect City records, the City will furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records. The request may be made to the City official and/or authorized individual responsible for the requested public records. A City employee that receives a request for information that the employee believes is available on the City's website, shall, where practicable and to the best of the employee's knowledge, inform the requestor about the City's pertinent website address.

(b) If the request is verbal, the responding City official and/or authorized individual will prepare a checklist of items/records requested to be inspected. The checklist will be presented to the requesting party on the date set for inspection. The responding City official and/or authorized individual may require the requesting party to counter-sign the checklist to indicate compliance with the verbal request.

(c) A person will be allowed four hours to inspect public records during usual business hours. The responding City official and/or authorized individual will respond to the request in a timely manner, not to exceed 5 business days from the date of the request. The response will indicate the date, time, and place when and where the inspection of the requested public records will take place. The establishment of the date of the inspection is at the reasonable discretion of the responding City official and/or authorized individual. The location will be at the Ypsilanti City Hall. The public does not have unlimited access to City offices and the person may be required to inspect the records at a specified counter or table, and in view of City personnel.

(d) The responding City official and/or authorized individual will be responsible for the production of the requested records. The Clerk is responsible for identifying if records or information requested by the public is stored in digital files or emails even if the public does not specifically request a digital file or email.

(e) City officials, appointees, staff, or consultants assisting with inspection of public records will inform any person inspecting records that only erasable pencils are allowed in their possession for note taking: no pens, ink, or other indelible writing instruments are allowed in their possession. No notes, marks, or writing of any kind may be made on the documents themselves.

(f) A person cannot remove books, records or files from the place the City has provided for the inspection.

(g) No documents may be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena, or for audit purposes. The official must be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

(h) The official responsible for the records will determine on a case by case basis when the City will provide copies of original records rather than the original records themselves, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

2. If the official responsible for the records determines that copies of the originals will be made pursuant to 1(h) above, a fee will be charged for copies made to enable public inspection of records, according to the City's FOIA policy.